

MONTGOMERY COUNTY BOARD OF ELECTIONS
ELECTION WORKER TRAINING REPORT – 2020 GENERAL ELECTION

Training in polling place procedures that govern elections is required by State law for all election workers and is necessary for the workers to be successful on Election Day. This report is a summary of the activities completed for the 2020 Presidential General Election.

Training Staff for this election included one permanent staff (IT/Training Manager), 18 temporary trainers (12 full time and 6 part time) and one temporary Training Support staff.

Training Program

Training for this election was provided in three stages, an online quiz, an online training module and hands-on training.

Stage I – Online Quiz. The online quiz required each applicant to read chapters 1-4 of the Election Worker Manual and take a quiz on the material covered in the chapters. Included in the quiz are questions from SBE's Disability Awareness quiz. The Disability Awareness quiz is required by SBE to be provided to all applicants.

The training quiz is part of the Election Judge module and is available 24 hours a day and can be accessed at the worker's convenience. An election worker is required to pass the quiz before moving onto Stage II. During this election, 5,546 applicants completed the quiz.

Stage II – Online Training Module. Due to the pandemic and the desire to reduce the amount of time election workers were in a classroom setting, a mandatory online training module was developed using Easygenerator. The online training module was available 24 hours a day. The online training module allowed election workers to safely review the material normally presented during the lecture portion of the in-person training in the safety of their homes and at their convenience.

The mandatory online training covered 1) roles and responsibilities of election workers, 2) proper setup and operation of voting equipment, 3) processing of voters, including standard, provisional and same day registration voters, 4) custody procedures for voted ballots and other election materials, 5) new health and safety procedures, and other essential topics.

An election worker was required to pass the online training before being permitted to sign up for their hands-on training.

Stage III – Hands-On. The hands-on class provided the trainees the opportunity to interact with the equipment. The format of the hands-on classes was adjusted to meet safety guidelines for COVID-19. The training rooms were set-up so that each training seat included a set of equipment (pollbooks, BMD and scanner) for the trainees to complete training exercises to limit the interaction during class.

We conducted 289 hands-on training classes at five locations and trained 3,207 election workers. All training was conducted offsite. The training locations were Fleet Management, Nancy Dacek Community Recreation Center, Marilyn Praisner Community Recreation Center, Silver Spring Civic Center and the Upper County Regional Services Center. All the facilities used were provided free of charge and accommodated our need to use the training space exclusively for the time that we were on-site.

Precinct Performance Report

Following each election, an extensive precinct audit is conducted by the training staff to measure each precinct's compliance with assigned tasks and documentation of voting processes. The rating scale indicates the degree to which the precinct met performance expectations and followed procedures.

In addition to informing the election workers of their performance, the report is used as a feedback tool for training indicating areas where more training is required, or processes need to be re-engineered.

The chart below summarizes the Precinct Performance results for this election.

| Rating | Point Scale | # of Precincts |
|-------------------|-------------|----------------|
| Outstanding | 61 - 65 | 19 |
| Very Good | 56 - 60 | 17 |
| Good | 51 - 55 | 3 |
| Fair | 46 - 50 | 1 |
| Needs Improvement | 41 - 45 | 0 |
| Unsatisfactory | 0 - 40 | 0 |